



EMBASSY OF THE  
UNITED STATES OF AMERICA  
P.O. BOX 606 -00621, VILLAGE MARKET  
NAIROBI, KENYA

December 29, 2009

Dear Prospective Offeror/Quoter,

**Subject: Request for Quotation (RFQ) No. PR773501**

The American Embassy Nairobi, Kenya, has a requirement for a contractor to provide a quotation for **ART TIPS (MP BIOPRODUCTS)**. If you would like to submit a quotation, follow the instructions, complete the required portions of the attached documents and submit it to the address shown on the **Standard Form 18** that follows this letter.

The U.S. Government intends to award a contract/purchase order to a responsible company submitting an acceptable quotation at the reasonable price. You are encouraged to make your quote competitive and you are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Your proposal must be submitted in two separate sealed envelopes on or before Friday January 15, 2010 at 11.00 am marked as follows:-

1. **PR773501, PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **PR773501, TECHNICAL QUALIFICATION Proposal (Must not have your Letter Head or Company Stamp/Seal i.e. should be on plain paper). Your quotation Reference Number is required on this which matches the price proposal number.**
3. **MUST ONLY BE OPENED BY THE CONTRACTING OFFICER**

To the Contracting Officer, John Klimowski, American Embassy, United Nations Avenue, P.O. Box 606 Village Market, 00621, Nairobi, Kenya.

**Oral quotations will not be accepted.**

Sincerely,

**John Klimowski**  
**Contracting Officer**

Enclosure:

Standard Form 18

Details attached (Purchase Request: PR 773501)

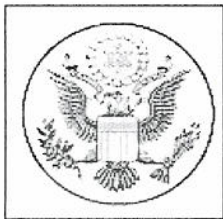
**NB: FAILURE TO FOLLOW INSTRUCTIONS WILL LEAD TO THE  
DISQUALIFICATION OF THE PROPOSALS**

JK/ck

1. REQUEST NO. RFQ NO. PR773501		2. DATE ISSUED 12/29/2009		3. REQUISITION/PURCHASE REQUEST NO.		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5A. ISSUED BY <b>American Embassy, General Services Office, P.O. Box 606 Village Market 00621 Nairobi, Kenya</b>						6. DELIVER BY (Date) June 20, 2007			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)						7. DELIVERY X FOB DESTINATION OTHER (See Sche			
NAME JOHN KLIMOWSKI/CAROLINE KIDAMAN				TELEPHONE NUMBER					
				AREA CODE 254		NUMBER 3636000			
8. TO:						9. DESTINATION			
				b. COMPANY		a. NAME OF CONSIGNEE			
c. STREET ADDRESS						b. STREET ADDRESS			
d. CITY				e. STATE		f. ZIP CODE		c. CITY	
								d. STATE e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>Friday, January 15, 2010 - 11.00 AM</b>				<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to please so indicate on this form and return it to the address in Block 5A. This request does not commit the Go to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or s Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certification to this Request for Quotations must be completed by the quoter					
11. SCHEDULE (Include applicable Federal, State and local taxes)									
ITEM NO. (a)	SUPPLIES/SERVICES (b)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		
	<b>ART TIPS (MP BIOPRODUCTS)</b>  <b>NB: PURCHASE REQUEST: PR 773501 ATTACHED WITH MORE DETAILS</b>			As per Line Item					
12 DISCOUNT FOR PROMPT PAYMENT				a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR D NUMB ER %		
NOTE: Additional provisions and representations [ ] are [ ] are not attached.									
13 NAME AND ADDRESS OF QUOTER					14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION		
a. NAME OF QUOTER									
b. STREET ADDRESS					16. SIGNER				
c. COUNTY					a. NAME (Type or print)			b. TELEPHON	
d. CITY		e. STATE		f. ZIP CODE		c. TITLE (Type or print)		AREA CODE NUMBER	

Exhibit Error! No text of specified style in document.-1 – Sample Request for Quotations (RFQ) (under \$100,000)

AUTHORIZED FOR LOCAL REPRODUCTION  
 STANDARD FORM 18 (Rev. 6-95)  
 Previous edition not usable  
 Prescribed by GSA-FAR (48 CFR) 53.215-1(a)



## Purchase Request: PR773501

Requisition Number: PR773501  
 Requisition Title: ART Tips-(MP Bioproducts)  
 Issued on Thu, 24 Dec, 2009  
 Created on Thu, 24 Dec, 2009 by Leonard Nambubi

**Supplier:**

NOSUPPLIER  
 12601 Fair Lakes  
 Fairfax, VA 22033  
 UNITED STATES  
 Phone: USA  
 Fax: USA  
 Contact: 0

**Ship To:**

Department of State  
 UNITED NATIONS AVENUE - GIGIRI  
 ATTN: CDC  
 NAIROBI  
 KENYA

**Deliver To:**

CENTER FOR DISEASE CONTROL

Preferred Purchase Card:

**Surcharges:**

Number	Description	Amount	Details
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Form:

Contract #:

CLIN:

Recycled:

Color:

Catalog Number:

Mandatory Source:

Inventory: No

NAICS:

FOB: Destination

GBL:

Place Of Inspection:

Place Of Acceptance:

Period Of Performance - From:

Period Of Performance - To:

Discount/Credit Per Unit: 0

Shipping Point: \_\_\_\_\_

Gross Shipping Weight: \_\_\_\_\_

Invoice No.: \_\_\_\_\_

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	ART- 10 Reach. 10E Filtered Tips (2140) 0.1-...		box	100	Thu, 07 Jan, 2010	0.00KES	0.00KES
	ART- 10 Reach. 10E Filtered Tips (2140) 0.1-10uL						
	Sigma Cat #A2473. 10 Racks/box (960Tips)						

**Bill To:**

Department of State  
 U.N. AVENUE GIGIRI; PO BOX 606,00621  
 ATTN: US EMBASSY FMC  
 NAIROBI  
 KENYA

**Funding:**



Split Percentage	Split Amount	Details
100	0.00KES	

PSC:

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
2	ART 20 Filtered Tips (2149), 0.5-20uL, Sigma ...		box	100	Thu, 07 Jan, 2010	0.00KES	0.00KES
	ART 20 Filtered Tips (2149), 0.5-20uL, Sigma Cat # Z717177. 10 Racks/box (960 Tips)						

**Bill To:**  
 Department of State  
 U.N. AVENUE GIGIRI; PO BOX 606,00621  
 ATTN: US EMBASSY FMC  
 NAIROBI  
 KENYA

**Funding:**

Split Percentage	Split Amount	Details
100	0.00KES	

PSC:

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
3	ART 100E Filtered Tips (2065), 10-100uL. ...		box	50	Thu, 07 Jan, 2010	0.00KES	0.00KES
	ART 100E Filtered Tips (2065), 10-100uL. Sigma Cat #A2973. 10 Racks/box (960 Tips)						

**Bill To:**  
 Department of State  
 U.N. AVENUE GIGIRI; PO BOX 606,00621  
 ATTN: US EMBASSY FMC  
 NAIROBI  
 KENYA

**Funding:**

Split Percentage	Split Amount	Details
100	0.00KES	

PSC:

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
4	ART 200 Filtered Tips (2069), 20-200uL. Sigma ...		each	50	Thu, 07 Jan, 2010	0.00KES	0.00KES
	ART 200 Filtered Tips (2069), 20-200uL. Sigma Cat #A3098, 10 Racks/box (960 Tips)						

**Bill To:**  
 Department of State  
 U.N. AVENUE GIGIRI; PO BOX 606,00621  
 ATTN: US EMBASSY FMC  
 NAIROBI  
 KENYA

**Funding:**

Split Percentage	Split Amount	Details
100	0.00KES	

PSC: 6640

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
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5 ART 1000E Filtered Tips (2079E), 100-1000uL ...

each 50 Thu, 07 Jan, 2010 0.00KES

0.00KES

ART 1000E Filtered Tips (2079E), 100-1000uL Sigma Cat #A3223. 8 Racks/box (800Tips)

**Bill To:**

Department of State  
 U.N. AVENUE GIGIRI; PO BOX 606,00621  
 ATTN: US EMBASSY FMC  
 NAIROBI  
 KENYA

**Funding:**

Split Percentage	Split Amount	Details
100	0.00KES	

PSC:

**Total**

0.00KES

**Status: Submitted**

Approvals					
Required?	Status	Reason	Approver	Approved By	Date
Required	Approved		Brian D Wheeler	Brian D Wheeler	Thu, 24 Dec, 2009
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Ready	Approver 3: Procurement Team	Nairobi Procurement Team		
Required	Pending	Approver 4: B&F	Nairobi B&F Group		
Required	Pending	Approver 5: FMO	Nairobi FMO Group		
Required	Pending	Approver 7: Final Approver	Nairobi Contracting Officers		

**Requisition Comments**

- SUBMITTED by **Leonard Nambubi** on *Thursday, December 24, 2009 at 9:30 AM* with comment (2 documents attached)  
 Charge CAN: 0921 02ZT 542.

ICASS Charge Code: 7550-Pooled

We have been consistently purchasing these tips competitively from Kobian Kenya via PR459736 and PR516922 where quality and delivery schedule were as required.

Kobian Kenya are both listed as sole Agents for the MP Bioproducts, who are the manufacturers and Agents for Sigma Aldrich, who are the resalers of these tips. Attached are letters of authority from both companies to represent them in Kenya. (Leonard Nambubi, Thu, 24 Dec, 2009)